

Attachment A

Parks and Recreation System Master Planning Santa Rosa County Commission District Five

Scope of Services

PBS&J shall provide professional services as described below to Santa Rosa County (**SRC**) for those tasks necessary to complete the Santa Rosa County Commission District Five Parks and Recreation System Master Plan.

TASK 1 - KICK OFF AND REVIEW OF EXISTING DOCUMENTATION

1. **PBS&J** shall meet with **SRC** staff, including **SRC**'s Geographical Information Systems (GIS) Manager about the availability of existing planning data, recreation facilities, and services available in District Five. **PBS&J** shall speak with **SRC** staff to get an understanding of the goals and needs for the district. This step is critical to establishing lines of communication, schedules and milestones.
2. **PBS&J** shall review and become knowledgeable of the policies and implementation strategies contained in **SRC**'s Recreation and Open Space Element Comprehensive Plan and 5-Year Capital Improvement Plan as these documents relate to the development of parks and recreation facilities.
3. **PBS&J** shall review the population projections provided by **SRC**. It is **SRC**'s responsibility to extrapolate the data as applicable to District Five.

TASK 2 - QUALITATIVE ANALYSIS OF FACILITIES

PBS&J shall receive from **SRC** information that identifies, quantifies, and assesses all of the District Five park facilities relating to their current maintenance condition and estimated future replacement time frame. The information shall be provided to **PBS&J** in a format compatible with **PBS&J**'s **REMAP** system. This information plays an integral role in developing a short-term five year and long-term twenty year plan for capital improvements. **SRC** shall provide this information for each of the District Five sites and facilities listed below:

- Bal Alex Boat Ramp
- Cypress Tree Park
- Lalyenda Neighborhood Park
- Oriole Beach Boat Ramp
- Reservation Road Park
- Sandpiper Village Park
- Swenson Neighborhood Park

- Tiger Point Recreation Park
- Villa Venyce Park
- Woodlawn Beach Boat Ramp

1. The following information shall minimally be provided by **SRC**:

- Inventory of existing parks including type of park, acreage, and location.
- Inventory and evaluation of existing recreational facilities including type of facility and quantity.
- Inventory and evaluation of opportunities for shared facilities at Pensacola Junior College (PJC).
- Inventory and evaluation of expected life of equipment and amenities and replacement costs based on currently accepted standards. Evaluation shall be based on field visits and conditions of grounds, equipment and overall appearance. **SRC** shall summarize any changes that are needed as well as estimate costs to maintain current level of service. No in-depth testing such as soil borings or structural analysis of buildings or structures is necessary.
- Relevant recreational facilities provided by other jurisdictions within or directly adjacent to District Five. Facility inventory for property not owned by Santa Rosa County Government shall include park type, acreage and amenities. No detailed information about the conditions of these facilities shall be required.
- A photographic inventory of the parks and recreational facilities for integration into the GIS databases.

2. **PBS&J** shall also receive from **SRC** compatibly formatted data that includes: existing and planned parks; water bodies; existing and planned county, state, and/or recreation areas and vacant lands; drainage easements; utility corridors; potential use rights-of-way; historical sites; archaeological sites; cultural sites; entertainment centers; future land use and zonings; identified high-growth areas; areas mapped by the Florida natural areas inventory; schools; accessibility issues; and any other potential recreational sites.
3. **PBS&J's** GIS staff shall coordinate with **SRC's** staff to integrate this data into the **REMAP** module of **PBS&J's** The Three R System™ to ensure that the data is capable of interacting with the other modules of **PBS&J's** Three R System program.

TASK 3 - *RESPOND*: CONDUCT USER SURVEY AND PUBLIC INPUT ON POTENTIAL DEMAND

PBS&J anticipates workshops and public involvement to provide a vital communication link between the residents, **SRC** staff and Commissioner Broxson.

1. **PBS&J** shall develop a web based user survey utilizing questions provided in Excel format by **SRC** staff familiar with the ongoing **SRC** sponsored park and recreational programs. **PBS&J** will provide **SRC** with two sample surveys to base the questions on. The purpose of the survey is to identify user preferences and opinion regarding recreational, cultural and social facilities and programs in the county relative to their quality, condition, location, comfort, convenience and visual perception. The survey shall be hosted on an external website provided by **PBS&J** but fully integrated into **SRC**'s website. **SRC** shall be responsible for putting the survey link onto their website. **PBS&J** shall also provide a PDF version of the survey, suitable for printing for **SRC** to distribute to citizen's upon request.
2. **PBS&J** will provide **SRC** staff with the raw survey data in an Excel spreadsheet. Quantitative Data analysis to be provided by **PBS&J** shall be limited to the mean response for each quantitative question. Qualitative responses will be included in the raw data spreadsheet provided by **PBS&J** to **SRC**. Any charts, graphs, etc. desired by **SRC** will be **SRC** staff responsibility.
3. **PBS&J** shall conduct one (1) community outreach event at a public location agreed upon with **SRC**. **PBS&J** shall coordinate the event with the assistance of **SRC** staff. A user survey shall be distributed at the event and the information obtained shall be incorporated into the on-line **RESPOND** survey by **SRC** staff.
4. **PBS&J** shall conduct one (1) day of focus group meetings with groups to be identified by **SRC** staff, including: City of Gulf Breeze, Pensacola Junior College, Tiger Point Recreation Association, etc. The focus group meetings shall be scheduled for the same day as the community outreach event and shall occur either before or after that event.

TASK 4: PARK OPPORTUNITIES ANALYSIS AND NEEDS ASSESSMENT

PBS&J's **REMAP** module's name is based on its primary function to test theories and scenarios and prepare the **REcreational MAster Plan**. The data collected from previous tasks in this scope of services is used to develop a park opportunities analysis and needs assessment. As a part of the **REMAP** process, **PBS&J** shall:

1. Utilize the data collected to assist in identifying user preferences regarding present recreation facilities, and identify future needs to better address the recreational needs of District Five.

2. An opportunities and constraints map shall be prepared to show where future parks, trails, open space, and the co-location of facilities can occur.

The **REMAP** process shall evolve into a needs assessment report. In conjunction with **SRC** staff, **PBS&J** shall:

1. Recommend acceptable levels of service within District Five based upon park service areas within the district boundaries.
2. Project the current deficit in park land and amenities and the resulting needs over a five-year planning horizon.
3. Prepare a five-year capital improvement program, possibly including land acquisition and co-located facilities at PJC.
4. Make recommendations relative to the ongoing review of the master plan.

TASK 5: COMPLETION OF STUDY AND PRESENTATION OF PLAN

PBS&J shall develop a draft report summarizing the tasks in this document. **SRC** staff shall review and make recommendations to be incorporated into a final report. **PBS&J** shall then prepare a final report that includes adequate details, maps, graphics, tables and written text that make up the parks and recreation master plan.

Additional Services

Additional Services must be authorized by **SRC** in writing, in which event **PBS&J** shall perform such services in connection with the Project. Any Additional Services shall be set forth in an amendment to this Agreement, which shall be executed by both parties and which shall be governed by the terms of this Agreement. Services authorized by **SRC** other than those specifically listed above shall be considered additional services. Additional services may include but are not necessarily limited to the following items:

- A. Providing services to investigate existing conditions or to make measured drawings thereof, or to verify the accuracy of drawings or other information furnished by the **SRC** other than as is specifically provided for under this scope of services.
- B. Preparing documents for out-of-sequence services requested by the **SRC**.
- C. Making revisions in drawings, specifications, or other documents, when such revisions are inconsistent with written approvals or instructions previously given, and are due to circumstances beyond the control of **PBS&J**.
- D. Providing services of professional consultants other than as is specifically provided for under this scope of services.
- E. Any changes or modifications required due to changes in the program or criteria as directed by **SRC**.
- F. Preparing to serve or serving as an expert witness in connection with any public hearing, arbitration, or legal proceeding.

Owner/Client Responsibilities

1. Designate a contact person with **SRC** to coordinate with **PBS&J**.